

~ Minutes ~

1. OPENING

President Dennis Huffman called the Annual Business Meeting of the NABCA Membership to order at 1:11pm Pacific on Thursday, 11 April 2019; The Centennial Hotel Spokane, Riverfront Ballroom C, Spokane Washington and via ZOOM.us Videoconference

2. PRESENT

Attendee Name	Title	Status	
Dennis Huffman	President	Present	
Joe Rives	Interim Vice President/President Elect	Present	
Farley Leiriao	Secretary/Treasurer	Present	
Joe Rives	Past President	Present	
Adam Lipson	Conference Committee Chair	Present	
Tony Araujo	Finance Committee Chair	Present	
Erica Bell	Membership Committee Chair	Present	
Jeremy Couch	Research Committee Chair	Present	
Jane Morgan	Partnerships Committee Chair	Present	
Shanna Longa	Finance Committee Vice Chair (ex officio)	Present	
Patty Tryon	Conference Committee Vice Chair (ex officio)	Present	
Laura Dimino	Membership Committee Vice Chair (ex officio)	Present	
Cyndee Perdue Moore	Research Committee Vice Chair (ex officio)	Present	
VACANT	Partnerships Committee Vice Chair (ex officio)	Present	Absent
joyce gossom	Executive Director (ex officio)	Present	

3. APPROVAL OF THE AGENDA

The agenda was unanimously approved as distributed. Mover: Joe Rives. Seconder: Nancy Grinberg.

4. APPROVAL OF LAST MEETING'S MINUTES

The minutes from the April 12, 2018 meeting were unanimously approved as distributed. Mover: James McCaslin. Seconder: Laura Dimino.

5. President

5.1. President's Service Award was presented to Allison Fitzpatrick, Dean Brookdale Community College, Wall

5.2. Recognition of Bill Willan, Retiring from Ohio University

5.3. The President shared the State of the Association

5.3.1. The President shared the new website with Members

5.3.2. Wednesday celebrated the graduation and presentations of the first BCLI Class and started the second Class.

5.3.3. Adoption of the NABCA Innovation Awards for the 2019-2020 fiscal year and beyond. The Award recipient

5.3.3.1. a 1-year Institution Membership for 1-10 people,

5.3.3.2. 1 Conference Registration for the year of the Award (includes 1-year membership with Conference attendance),

- 5.3.3.3. 1-year Web banner on the NABCA Website,
- 5.3.3.4. an Expo Table at the Conference to display the innovation and share with Attendees,
- 5.3.3.5. a commemoration plaque designed by the committee,
- 5.3.3.6. a page in the program to highlight the innovation and the institution,
- 5.3.3.7. hosted hotel room for 3 nights, using comp hotel nights earned from paid reservations, and
- 5.3.3.8. general session time on the program, to provide a "virtual tour" of location and facilities and to share the innovative activity/practice that earned the award
- 5.3.4. In order to avoid penalizing or excluding participation in the Annual Conference by Members working in states that have instituted travel bans or by Members working in travel ban states, and in keeping with the non-discrimination requirements of the ByLaws (Article I, Section 3); the following guidelines have been adopted by the National Association of Branch Campus Administrators:
 - 5.3.4.1. The Annual Conference will be located in a selection of 3-4 major cities with airline hub or easy access that are recommended by the Event & Management Consultant used by the Association
 - 5.3.4.2. The Annual Conference "Campus Visit" will be replaced by the presentation, Expo exhibit, and virtual tour provided by the recipient of the annual "NABCA Innovation Award" launched in July 2019. This award also provides an opportunity for Members and Institutions that were not able to host the Annual Conference to have the opportunity to showcase their off-site location.
 - 5.3.4.3. The Annual Conference length will be reduced to three days; Wednesday 8am, beginning with the Branch Campus Leadership Orientation and extend through Friday 5pm.
 - 5.3.4.4. Member location states to a rotation of Minneapolis, Atlanta, Denver to save resources for our Members.
- 5.3.5. The Finance Committee is revamping the financial reports to be able to strategically plan on a monthly basis and is also working on a model for an investment reserves account.
- 5.4. The President discussed changing the Executive Committee model from a Vice President, President, Past President one to a 2-year Vice, 2-Year President.
 - 5.4.1. Question from Richard Oates, University of North Georgia about losing the institutional history by eliminating the Past President position.
 - 5.4.1.1. The NABCA Bylaws stipulate that, "The Vice President should have Committee Chair, or other NABCA Executive Committee experience before being nominated."
 - 5.4.2. Question from Ali Crane, Idaho State University about when the change would be in place and what would happen if there was a vacancy.
 - 5.4.2.1. The change would take place with the 2019-2020 fiscal year.
 - 5.4.2.2. The NABCA Bylaws stipulate the process for filling vacancies of all Executive Committee positions in Article V, Section 5. No changes have been made to that process.
 - 5.4.3. Comment from Richard Oates, University of North Georgia about changing the bylaws without more input from or time to reflect by the rest of the Membership.

The motion to amend the Bylaws so that we change the term of the President and Vice President to two years, make the Vice President Chair of the Leadership Institute Steering Committee also, and eliminate the position of Past President in order to increase efficiencies of the Association and allow enough time for strategic initiatives to be implemented was approved with one abstention.

Mover: Jane Morgan. Secoder: James McCaslin.

6. Vice President

6.1. The Vice President announced the results of the Member voting

6.1.1. The Bylaw and Operations Handbook revisions were adopted with two comments

6.1.1.1. Request for a ListServ type platform to, “ask questions on occasion about how other branch campuses operate or handle certain situations.” **Response:** That capability is coming with our new Member Management System website.

6.1.1.2. Request to add language to Article VII, Section 3 to make accountability in the disbursement process more explicit and define allowable expenses. Also, to state the minimal standard for documentation of approval of unbudgeted and budgeted expenses by the President and Secretary/Treasurer. **Response:** Excellent suggestion, thank you for the attention to detail. Although we address the process in the Operating procedures, you’re right that we should include language in the Bylaws. The Finance Committee will include as one of the goals for the 2019-2020 fiscal year and conduct a review of similar authority limits to have a recommendation for the next year ballot.

6.1.2. The 2019-2020 Budget was adopted with one comment

6.1.2.1. “Revenues to expenses seem tight” **Response:** The Association currently carries a \$30K balance in our checking account. The Finance Committee has initiated two goals: Strategic/Balanced Budgeting and initiation of a reserve fund in an interest-bearing account to further strengthen the Association’s position. Financially, the Association is in a good position at this time.

6.1.3. The 2017-2018 Internal Audit and Financial Report was adopted with one comment

6.1.3.1. “request the link to the Audit Report;” **Response:** The ballot was inadvertently released before all documents had been attached. The Audit Report was provided to the requestor by the Executive Director and uploaded to the Ballot.

7. The 2019-2020 Executive Committee Nominees were approved with no comments. The Vice President introduced the incoming Executive Committee Members.

7.1. President, Joe Rives, Western Illinois University, Vice President for Quad Cities and Planning, Quad Cities (automatic)

7.2. Vice President, Erica Bell, University of Tennessee at Martin, Director, Educational Outreach

7.3. Secretary/Treasurer, Nicole Pennington, Ohio University, Dean, Southern

7.4. Finance Committee Chair, Shanna Longa, Florida Atlantic University, Assistant Director of Budgeting and Allocations, Broward (automatic)

7.5. Past President and Leadership Institute Steering Committee Chair, Dennis Huffman, Prince George's Community College, Program Director, University Town Center (automatic)

- 7.6.2020 Conference Chair, Patty Tryon, Idaho State University, Office Services Supervisor, Meridian Health Science Center (automatic)
- 7.7.Partnerships Committee Chair, Jane Morgan, Florida Atlantic University, Director of Operations, Broward
- 7.8.Membership Committee Chair, Laura Dimino, Temple University, Assistant Director of Academic Programs, Harrisburg (automatic)
- 7.9.Research Committee Chair, Cyndee Perdue Moore, University of North Georgia, Executive Director, Oconee (automatic)
- 7.10. Finance Committee Vice Chair, Niles Reddick, University of Memphis, Vice Provost, Lambuth
- 7.11. Conference Committee Vice Chair, Donna San Miguel, California State University San Marcos, Director of Student Services, Extended Learning at Temecula
- 7.12. Partnerships Committee Vice Chair, Farley Leiriao, Florida Atlantic University, Director of Business and Financial/Auxiliary Services, Broward
- 7.13. Membership Committee Vice Chair, Kristie Hendrix, Forsyth Technical Community College, Director, Northwest Forsyth Center
- 7.14. Research Committee Vice Chair, Gary Adcox, University of North Georgia, Director of Campus Success and Strategic Initiatives, Oconee

8. Treasurer and Finance Chair

8.1.1. 2018-2019 Year-to-Date Report

- 8.1.1.1. Beginning Checking Account Balance \$71,309.39
- 8.1.1.2. Revenue \$47,619.24
- 8.1.1.3. Expenses (\$30,145.28)
- 8.1.1.4. Ending Balance \$67,496.42

8.1.2. **Finance Chair:** 2019-2020 Cost of Living (2.5%) increase

- 8.1.2.1. First price increase since 2013 (Annual Conference cost is \$747/person)

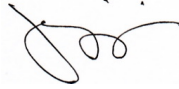
Individual Membership	\$75	\$2	\$77
Academic Institution (1-5)	\$250	\$7	\$257
Academic Institution (1-10)	\$500	\$13	\$513
Early Conference-Member	\$595	\$15	\$610
Early Conference-Non	\$670	\$17	\$687
Early Conference-Institution	\$545	\$14	\$559
Early Conference-Host Member	\$476	\$12	\$488
Early Conference-Host Non	\$551	\$14	\$565
Retiree	\$250	\$7	\$257
One Day	\$300	\$8	\$308
Conference-Member	\$695	\$18	\$713
Conference-Non	\$770	\$20	\$790
Conference-Institution	\$645	\$17	\$662
Conference-Host Member	\$556	\$14	\$570
Conference-Host Non	\$631	\$16	\$647

9. President's Remarks

10. ADJOURNMENT

Meeting was adjourned at 1:52pm Pacific by President Dennis Huffman.

Minutes submitted by:

A handwritten signature in black ink, appearing to read "Joyce Gillie Gossom". The signature is fluid and cursive, with a large initial "J" and "G".

joyce gillie gossom